

# Transfer Ownership & Member Access

Handing a Home to a new Admin, and inviting Members to share control

**Use for:** Electrician handover at commissioning • Owner-to-buyer or owner-to-agent on a home sale • Sharing day-to-day control with family, tenants or short-stay guests

**GOTCHA**

Email links only work if sent to **the exact address the recipient used to create their PIXIE PLUS account**. QR bypasses this.

SHARED ENTRY 1 Favourites → top-left | 2 Under Current HOME → 123 SMITH ST | 3 Last two options: Member Access or Transfer Ownership

## SECTION 1 Transfer Ownership of a Home

Hands the entire Home to a new Admin. The current Admin loses all access the moment the transfer completes. The new Admin gets full control of devices, groups, scenes, schedules, and Members.

**START** Admin: from the Home Settings page, tap **Transfer Ownership** → then **Start** at the bottom of the page. The QR code and the email option are both shown there.



### By QR Code

IN PERSON

**Pre-requisite:** the New Owner has the PIXIE PLUS app installed, an account created, and is standing with the Admin.

- ADMIN** Display the QR code on screen.
- NEW** Opens the PIXIE PLUS app and taps **Join Home** → **Scan**
- NEW** Points the camera at the QR code on the Admin's phone.
- Transfer completes in seconds. The old Admin loses access; the new Admin holds the Home.

OR



### By Email Invite

REMOTE

**Pre-requisite:** the New Owner has a PIXIE PLUS account, and you have **the exact email address** they used to create it.

- ADMIN** Tap **Transfer via Email**.
- Enter the New Owner's email address — **must match their PIXIE PLUS login**.
- NEW** Opens the email on the device that has PIXIE PLUS installed and signed in, then taps the link.
- Single-use token.** Once tapped, the link expires and ownership transfers immediately.

**Outcome:** the original Admin is removed from the Home and has no further access. The new Admin can immediately rename or delete devices, build groups, scenes and schedules, and add Members.

# Member Access — Invite Guests & Family

Giving people app control without giving up Admin rights

SHARED ENTRY (RECAP)

Favourites →

Current HOME → 123 SMITH ST

Member Access

**Reminder — the email gotcha still applies:** if inviting a new Member by email, the address must be the same one they used to create their PIXIE PLUS account, or the link will not work.

## SECTION 2 Member Access — invite guests & family

Grants app control to family, tenants, short-stay guests or anyone the Admin chooses. The Admin keeps full rights and can edit permissions, toggle remote control, or revoke access at any time. Members cannot transfer ownership or change the Home structure.

**START**

**Admin:** from the Home Settings page, tap **Member Access** → then the person icon in the top-right to add a Member. Choose their permissions (devices, groups, scenes, and whether they can control the Home when outside it), then tap **Next**.



### By QR Code

**IN PERSON**

**Pre-requisite:** the new Member has the PIXIE PLUS app installed, an account created, and is standing with the Admin.

- ADMIN** On the *Authorize* page, display the QR code.
- MEMBER** Opens PIXIE PLUS and taps **Join** → **Scan**
- MEMBER** Scans the Admin's QR code.
- Access is granted immediately, scoped exactly to the permissions you selected.

OR



### By Email Invite

**REMOTE**

**Pre-requisite:** the new Member has a PIXIE PLUS account, and you have **the exact email address** they used to create it.

- ADMIN** On the *Authorize* page, enter the Member's email address and send.
- MEMBER** Opens the email on their phone (signed into PIXIE PLUS with the matching address) and taps the invite link.
- Single-use token, valid for 15 minutes.** If they miss the window, re-send a fresh invite.
- Useful for vacation rentals — send shortly before check-in and disable *Remote Control* until they arrive.

**Outcome:** the Member appears in **Member Access** and controls only what the Admin allowed. Permissions can be edited anytime; the ellipsis on the Member's page offers **Delete** to revoke access entirely. Physical PIXIE dimmers, switches and multifunction buttons in the home keep working regardless of app permissions.